

MEMORANDUM FOR Students Attending Chemical, Biological, Radiological, Nuclear (CBRN) Responder Operations, and Responder Technician Courses

SUBJECT: Welcome Letter

1. Welcome to the Lieutenant Terry Facility HAZMAT training office. You are about to take part in a fast paced program of instruction that will qualify you to perform some of the essential duties needed as a member of a specialized CBRN team or unit. You will be provided instruction on hazards associated with chemical, biological, radiological and nuclear materials. Depending on the course, you will certify in the Department of Defense Fire & Emergency Services Certification Program, with the following certifications:

a. Responder Operations (4K-F30/494-F34) Hazardous Material Operations, and Personal Protective Equipment certification.

b. Responder Technician (4K-F24/494-F29) Hazardous Material Technician and Personal Protective Equipment certification.

2. The CBRN Responders courses are designed to provide instruction to Active Army and Reserve Component, National Guard, United States Marine Corp (USMC), United States Navy (USN), United States Air Force (USAF) , United States Coast Guard (USCG) , Department of the Army (DA) or contract civilians, and selected foreign military personnel whose duties require close contact with surety or hazardous material. All students regardless of grade are carried in a student status and should arrive physically fit and prepared to study.

3. Students may fly to the Waynesville Regional/Fort Leonard Wood Airport (city code TBN), St. Louis Regional Airport (city code STL - a 2.5 hour drive from FLW) or Springfield/Branson Regional Airport (city code SGF - a 1.5 hour drive from FLW). Rental cars are readily available at all airports. Transportation is NOT provided by IRTD.

4. Prior to arrival contact Intercontinental Housing Group (IHG) Office to reserve on post lodging if available. The phone number is (573) 596-0999 or toll free (800) 677-8356. IHG Office is located in Candlewood Suites, Building 2020, 4990 Nebraska Avenue (see enclosed map). When you arrive at FT Leonard Wood, all students will report to Candlewood Suites in order to check into billeting. Do not obtain off post lodging. If post lodging is unavailable, the G3 Registrar will block rooms at government contracted hotels for the duration of your class. All off-post student room requirements will be handled by the G3 Registrar Office.

5. On the start day of the course, all students will report to Building #2130 at 0700 for in-processing. Duty uniform is Occupational Camouflage Pattern (OCP), the Army Combat Uniform (ACU, until ware out date), or service equivalent. We are located on

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the corner of 2nd and Army just past the 43rd Initial Entry Reception Battalion. Transportation to and from training is **not** provided. Students driving Privately Owned Vehicles (POV) or rental cars must have current car registration, current insurance card (or rental car agreement) and driver's license. Bring the following items for in processing:

3 copies of 1610 and orders if on TDY en-route
DOD, IFSAC or Proboard HAZMAT Awareness Certificate
Permanent or temporary profile
201 File (TDY en-route only)
Optical inserts and/or contacts

6. All students attending the courses **MUST** bring a copy of their certifications prior to arrival.

a. Responder Operations (4K-F30/494-F34), Awareness certification.

b. Responder Technician (4K-F24/494-F29), Awareness and Operations certification.

c. Certifications must be Department of Defense (DOD), International Fire Service Accreditation Congress (IFSAC) or Proboard. Students must present certificates with legible certificate seal numbers during in-processing. It is understood that if a student attending the Responder Technician Course immediately after the Operations course a hard copy of their Operations certification will not be available.

d. The HAZMAT Awareness training can be accessed at:
<https://afcesa.csd.disa.mil/kc/login.asp> NOTE: If any issues with logging onto the above website contact the help desk at (210) 652-3274, DSN 487-32741.

7. Several written and performance-oriented examinations are incorporated into each course. There will be additional non-duty study requirements. Please come prepared to learn. A score of 80% is required to successfully pass written exams. Students failing any written exam or performance-oriented testing will be given time to retrain and will be allowed one retest. Any student failing the retest will be disenrolled from the course. Portions of the course require computer based testing. In order to accomplish this, all students must have and be able to recall their Army Knowledge On-line (AKO) or Defense Knowledge On-line (DKO) login and password. Units need to ensure all students can utilize their Common Access Card (CAC) as time will not be allowed to have their passwords reset upon arrival. Any student unable to recall their passwords will potentially jeopardize their ability to successfully complete the course.

8. Lodging and Meals (Only for students who have a RESERVED seat in ATRRS, this does not cover students who arrived in a WAIT status and attempting to get a seat in the class).

a. CBRN Operations, and Technician Courses for **Active Army, Reserve Component and National Guard personnel ONLY:**

(1) As stated in Fort Leonard Wood Institutional Training Directed Lodging and Meal Policy Army students under these courses are covered under Institutional Training Directed Lodging and Meal Policy (ITDLMP, formerly MTSS).

(2) Government meals for ITDLMP students of all ranks in the CBRN Responder courses will be provided seven days per week. Orders will be used at the dining facility until the meal card is issued.

(3) Training may last until 1600 on the day of graduation so make plane tickets accordingly; they may stay in IHG the night of graduation.

b. Marine Corps Personnel. Marine Corps students who wish to visit the Marine Corps Detachment while attending the course the address is 14597 East 8th Street, Fort Leonard Wood Mo 65473.

c. Navy, Coast Guard, and Marine Corps personnel. It is highly recommended that you utilize the lodging facility on Fort Leonard Wood. If you staying in lodging off-post you will be required to provide the instructors with name and contact information for lodging facilities.

9. Your mailing address during your time as a student is:

Rank and name
ATTN: (Course Name) #XXX-XX
IRTD, 15103 Elementus Ave
Fort Leonard Wood, MO 65473

10. Equipment and Uniform Requirements.

Military Personnel:

Min. 2 sets of service specific uniforms (to include T-shirt and socks)
1 pair of regulation boots
2 sets of complete Physical Training (PT) uniforms (seasonal)
1 pair of approved athletic shoes
Reflective vest/belt
Appropriate civilian attire

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Civilian Personnel:

Business casual or relaxed work clothes Jeans / knit shirts

1 pair of work boots

2 sets of physical training clothes (Shorts, T-Shirts) (seasonal)

1 pair of athletic shoes

No open toed shoes

NOTE: Daily PT uniforms should reflect current temperatures in Missouri. Classrooms can feel cold after exercises. PT jacket and pants are recommended. Barefoot running shoes will not be authorized.

11. Point of contact at the Terry Facility for the CBRN Responders Operations and Technician Courses is Mr. Charles D. McEachern at 573-596-2505 (Charles.d.mceachern.civ@mail.mil).

12. After normal duty hours 3rd Chemical Brigade staff duty at (573) 596-0131 ext 67447/60805. Marine Corps personnel contact the Marine Corps Detachment at (573) 596-0688.

4 Encls
Fort Leonard Wood Maps (x2)
Strip Map to Terry Facility

“ORIGINAL SIGNED”
CHARLES E. DASHIELL
Chief, Technical Escort/DRC Department

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